



**Home & School Meeting  
Tuesday, May 20, 2014  
Elmwood Library  
7:00 – 9:00pm**

**Minutes**

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**1) Call to Order - Welcome and Introductions**

The meeting was called to order at 7:05 p.m.

**Officers** – Cathy Boerner, Colleen Tadych, Kathy Quandt, Alison Giese

**Staff** – Principal Royce Lindner, Vice Principal Meghan Lippold

**Parents** - Molly, Carroll, Cathy Bartels, Rachel Schaar, Ann Szeflinski, Tonya Schmeear, Amy Crosby, Ann Schmidt, Kara Erchull, Suzanne Polenz, Tanya Loomer, Andrea Boucher, Nicole Zautis, Christine Batchelor, Nicole Cooke, Ann Loomans

**2) Review and Approval of Meeting Minutes – January 21, 2014**

Motion to approve minutes by Nicole Cooke and seconded by Molly Carroll. All in Favor. Minutes approved

**3) Review and Approval of Special Meeting Minutes – February 4, 2014**

Motion to approve minutes by Cathy Bartels and seconded by Tonia Schmeear. All in Favor. Minutes approved.

**4) Review and Approval of Meeting Minutes – March 18, 2014**

Motion to approve minutes by Molly Carroll and seconded by Rachel Schaar. All in Favor. Minutes approved.

**5) Treasurer's Report**

In the interest to save time, Alison Giese will be combining items five and six on this agenda.

Page 2 of the Financial Report will be where we will be looking for this meeting. This contains everything, including this year's financials. This year we are going to approve as much as we can prior to the start of the school year so that we may have a better idea of outlay of funds needed. This report goes back to the 2012-2013 school year to reflect past budgeting and expenses.

Box Tops for Education amount is being increased due to the new infusion of interest and participation. Contributions for this last push of the school year in the form of a contest raised \$1,700.

We are not budgeting for a Donation Letter for next year at this point, however, it could change if a need arises.

Matty's Card has had lower participation; however, this could be the result of their new procedures. Target Red Card had problems earlier in the year and as a result, we are receiving most likely a third less than previously. Therefore, we are being more conservative for earned amounts for the upcoming school year.

Eat & Earn – A question came from the floor to incorporate McDonald's into this new category. However, we cannot, as McDonald's needs teacher participation whereas these other restaurants/businesses do not. Kathy Quandt will be adding on new restaurants so that we may have an option monthly or bi-monthly. These need only a representative or two to host the event and then check needed items to participate in the fundraiser.

Still need a Chair for Matty's Card. They have made changes and the program should be back on track.

**Expenses:**

Notable new addition – a dance was added as a line item with a possible Mardi Gras theme in February.

Staff Appreciation budget has been increased due to increases in prices from vendor.

Musical – Drama club sold flowers before the musical to pay for a riser and will sell again in the future to offset expenses above \$1,000 expenses budgeted by Home and School.

Sixth Grade Graduation budget will stay the same.

Video Conferencing will increase due to raised fees this school year.

Revenue	\$13,800
Expenses	\$13,800

We have a balanced budget. Items on the bottom of the Financial Sheet are held monies for the stated purposes that we cannot spend. Chess club money is untouchable.

Still in need of a Cart Mart Chair.

We need to keep a minimum balance in our bank account of \$2,500.00

To date our checking account balance is:	\$41,503.00
Chess Club:	\$10,541.18
Available Cash	\$15,745.99

We always keep one year's operating budget in reserve. Cathy Bartels wanted clarification for Artist in Residence amount of \$2,000. This is the cost paid and after we pay this year's amount, we will have \$173.50 leftover.

This year our financial will close out on July 31<sup>st</sup>.

We will actually have more in our account due to the amount we budgeted for the amount of the K-3 playground cost was over what we needed due to changes in playground companies.

Ultimately, we would like to keep more than \$20,000 in reserve so that we have a bit more than our operating expenses just in case a few notable expenses/needs come up in a given year.

Movie night offset expenses by selling bottles of water.

**6) Presentation and Approval of Budget for 2014-2015 School Year**

Budget presented and a call for approval. Cathy Bartels made a motion to approve the 2014-2015 Home and School year budget and was seconded by Nicole Cooke. All in favor. Budget for 2014-2015 approved.

**7) Elections of Co-President (on Ballot - Molly Carroll & Kathy Quandt) and Secretary( on Ballot – Rachel Schaar) for July 1, 2014 – June 30, 2016 term**

Colleen Tadych presented Review of Officers:

Cathy Boerner	Co-President	Term ends June 30, 2014
Colleen Tadych	Co-President	Term ends June 30, 2015
Kathy Quandt	Secretary	Term ends June 30, 2014

Alison Giese

Treasurer

Term ends July 31, 2015

Vacant offices are that of Co-President and Secretary with terms ending in June of 2016.

Rachel Schaar was nominated. There were no other nominations from the floor. Therefore, a motion to approve Rachel Schaar was given by Ann Szefflenski and seconded by Amy Crosby. All in Favor. Motion approved. Rachel Schaar will serve from July 1<sup>st</sup>, 2014 for a two-year term to end June 30, 2016.

Two candidates are up for nomination for the office of Co-President: Kathy Quandt and Molly Carroll. A paper ballot was handed out. Principal Royce Lindner counted vote. Vote majority went in favor of Molly Carroll (no actual count was given to secretary for recording). Molly Carroll is elected by ballot as Co-President for a two-year term from July 1, 2014 through June 30, 2016.

## **8) Playground Update**

Elmwords has updated totals raised, which now currently stands at \$9,565; we are two-thirds to our goal. Seventy families have submitted donations thus far including: 19 Silver Sponsors (\$200-\$499), 2 Gold (\$500-\$999), 2 Diamond (over \$1,000). A few more will still be trickling in until the end of this school year. The plaque will be created and nameplates will display donors on it. A few more donation may yet trickle in until the end of the school year.

Build of Playground will hopefully begin shortly after school ends, provided water problems were worked on over spring break. Otherwise, project may be delayed until that work is completed. Hoping to have it done before our Kindergarten open house and christen the playground in August. Principal Royce Lindner will follow up with Andy Stefancin at district regarding timetable. The project should take 6-8 weeks.

Our Goal was to raise \$15,000 for this project. We took money out of our reserve to pay for this and are using the donations to replenish the reserve account. Molly Carroll will draft a short letter (send out in hard copy) to try one more time to solicit donations.

## **9) Notes from the Co-Presidents, Colleen Tadych and Cathy Boerner**

Colleen Tadych – New Families at the beginning of the school year do not have their bearings on what all goes on throughout the year and we need to help make it easier sooner rather than later. Colleen was pleased to

give money where needed during this school year by creating funds for school needs, teacher needs, etc.

## **10) Notes from our Principal, Royce Lindner**

Thank you for Teacher Appreciation Week. The flowers, lunch, banner, and various communications were greatly appreciated. Royce would like to keep the banner up all year round – need to find a place to display it. This past Friday all staff appreciated yet another accommodated Friday off to get things done for the upcoming school year. Parent Input Forms for teachers for next year also were discussed. These forms had a lot of valuable input/information to populate classes for our next school year. Celebration of Learning ceremony for student successes went well. WKCE testing completed and we are awaiting scores. We do know that we scored higher than last year's scores. This year scores went up in Reading and Math. We wish Meghan all the best and will miss her as she departs at the end of the year. Kindergarten Orientation is tomorrow evening and, for the first time in a while, will have children in attendance. It will help explain differences regarding experiences, invite kids for social play in the classrooms. Meghan and Royce will be doing the presentation and will have parents fill out a Parent Input Form. The Kindergarten Presentation will be between 6:00-6:30pm in the Library.

A question from the floor was asked if WKCE would be going away next year. Short Answer, yes. A new test, the Smarter Balance, will take over for all grades/subjects except for 4<sup>th</sup> grade Social Studies.

MAP testing is now complete; scores will be forthcoming within the next week.

Smarter Balance is the new system for the state of Wisconsin. It is more rigorous in nature of assessment than what has been done in the past. Longer answer tests and its computerized answers for grades three to six.

## **11) Committee Reports for Past Events**

- a. **Elmwood Chess Tournament – March 15** – 230 students attended. Home and School manned concessions and raised \$700 for playground funds.
- b. **All School Skate – March 20 – 6:00-8:00pm** – Colleen Tadych attended this event for the first time and enjoyed it. We raise 50 cents per student as a kick back off the entry fee.
- c. **Book Fair – April 4-11** – Close to \$14,000 raised and in the account. Approximately \$1,000 needs to be spent by September 1<sup>st</sup> and the rest can continue to roll over. Molly reminded Principal Lindner that he needs to spend this soon or lose it. Principal Lindner wants to build text sets in Historical Fiction, Narrative,

etc.to be housed into the middle room off the library. Each student currently receives \$5 credit in the fall to purchase a book from the fair, so some fair money profits are also used for this purpose too. Some more money was saved and thinking to present each teacher with another \$40 to spend. Principal Lindner shared that the Door Decorating contest embracing Literacy was well received and the 5/6 pod did awesome. Mrs. Leech's classroom won the Ice Cream Party. Molly Carroll offered that if we take cash instead of credits towards purchasing items from Scholastic that we will only receive 50 percent of what we earned. Therefore, if we have a need for something in the classroom/school, we need to look in the Scholastic catalogue first. Also, if we were to add a third Book Fair in early March, for example, then in May we could have a shorter fair in May and offer Bogo(buy one, get one). If we do this, we will get an extra percentage from all fairs if we hold three as opposed to two. (need name of person Molly said would help her – it's a person with a 6<sup>th</sup> grader) We have also had an expense for the last 2 years, but our profits have also risen by a couple of thousand dollars. We had a cash discrepancy this past year due to recording of sales and after reviewing everything and put something in place for future in/out of sales in the future.

**d. Movie Night – April 25**

**e. Staff Appreciation Week – May 5-9**

- f. Cubs on the Prowl – May 9** – Event went well. About 100 in attendance. Everything was held in the Gym so kids were contained. Lucas Binnebose ran a Lemonade Stand to support “Alex’s Lemonade Stand Foundation for Childhood Cancer” and food provided by Cousin’s Sub. Thank you to Shannon Achter for running this event.

**12)Committee Reports for Upcoming Events**

- a. Qdoba – May 27 – 5:00-9:00pm** - Alison Giese will deliver a yellow coupon in all folders this Friday and have published in Elmwords for people to present upon placement of their order at Qdoba.
- b. Volunteer Appreciation Breakfast – June 5** – Will begin at 7:30am for teachers and all volunteers
- c. High Interest Day – June 6** – Nicole Cooke needs good weather. Archery will be under a tent. We have 130 parents to volunteer, 60 workshops. Kim Rajala sent out an email to all volunteers. Forty were asked to help for the Finale and remaining were asked to help in other ways or float. Emails will be sent out soon regarding shifts, etc. Teachers will get a list for each child Thursday afternoon (June 5<sup>th</sup>) to share workshops with students. All students got at least their

first three choices, after that is was the remaining seven used to populate workshops evenly.

**13) Status of Committee Chairs** – Kara Erchull already reached out to all chairs for dates for their events for upcoming 2014-15 school year and their needs relating to events.

We need a Cart Mart Chair – kids need this service for seat sacks, calculators, drawing pads and extra fun items.

Stacey Williamson has volunteered to chair the Health room.

Mardi Gras Dance will need a chair as well as Matty's.

Cathy Boerner will hand out flyers before the end of this school year advertising Wilderness Weekend scheduled for October 10<sup>th</sup> thru the 12<sup>th</sup> in the Wisconsin Dells.

Kathy Quandt explained Qwik Trip Fundraisers: Moola Milk (like Kemps Nickels), Donuts (save ovals off box for 10 cents redemption) and possibly selling car wash cards (5 on a card) at events held throughout the year (we could make \$16 on each card, minimum we need to purchase is 25 cards). Also, explained Eat and Earn. Will be adding to Qdoba night a Culvers night, Quaker Steak & Lube (Magic Monday), Buffalo Wild Wings. Essentially hosting a fundraising restaurant event one a night a month or every other month throughout the school year.

Molly Carroll asked why we were not doing Scrip any more. We let it go by the wayside about 3-4 years ago because it was not bringing much in. She said that it is all online now and you just have to sign in to their site through our school and purchase cards (like what is sold at Walgreens, Walmart, etc. on end caps). We will put Scrip back on fundraisers and will search for a chair (Colleen Tadych and Mickey Binnebose chaired this at Glen Park) Ann Szefflinski relayed that Orchard Lane makes a lot of money on this fundraiser. Molly will email Ann Szefflinski the information, as she would like to chair it.

**14) Open Floor** – Nothing to add other than thank you to departing board members.

**15) Adjourn** – Call for motion to adjourn. Motion to adjourn by Rachel Schaar and seconded by Kara Erchull. Next meeting will be September 16, 2014. Meeting adjourned at 8:10pm.

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**2014 - 2015**  
**Home and School Standing Committees**

**Committee**

Committee Liaison  
Hospitality/Staff Appreciation  
Staff Social Hour

**Fundraising**

Entertainment Books  
Market Day  
Shop Until you Drop  
Teachers Raffle

**School Services**

Cart Mart  
Copy Room  
Health Room  
School Pak

Spirit Wear  
Yearbook

**Social/Community**

All School Skate  
Assembly Coordinator  
Artist in Residence  
Book Fair  
Cubs on the Prowl  
Mardi Gras Dance  
Fall Fest  
High Interest Day  
Kindergarten Getting to Know You  
Movie Nights  
Sixth Grade Graduation

**Low-effort Fundraising**

Campbell's Soup Labels  
Donation Letter  
Eat and Earn  
GM Box Tops  
Kwik Trip  
Matty's Loyalty Program  
McDonalds Night  
Scrip  
Target  
Wilderness Weekend

**Chairperson**

Kara Erchull  
Alison Giese  
Ann Loomans/Mickey Binnebose

Tracey Garza  
Tonia Schmear  
Kathy Quandt  
Kathy Quandt

**OPEN**

Kara Erchull  
Stacey Williamsom  
Lue Ann Koppa  
Tracy Plecha/Theresa  
Sebestyen  
Rachel Schaar

Katie Schroeder  
Molly Carroll  
Sara Johns  
Molly Carroll  
Shannon Achter

**OPEN**

Shelly Greeson  
Nicole Cooke  
Sara Johns  
Ann Loomans  
Nicole Cooke/Molly Carroll

Debbie Gillard  
Colleen Tadych  
Kathy Quandt  
Marie Collins/Nicole Zautis  
Kathy Quandt

**OPEN**

Cathy Boerner  
Ann Szeflinski ?  
Alison Giese  
Cathy Boerner